Productivity

What is Productivity ?

- **The amount of work an individual or group accomplishes within a certain amount of time**

Benefits of high productivity:

- **Less Stress**
- You Achieve your Goals Faster
- Increased Happiness

Powerful hacks

- 80/20 rule
- Pomodoro technique
- Eliminate distractions
- ABCDE technique
- Productivity affirmations

80/20 rule

- The Pareto principle (also known as the 80/20 rule) is a phenomenon that states that **roughly 80% of outcomes come from 20% of causes.**
- **Examples :**
- 20% of clients that are responsible for 80% of revenues
- 20% of the pea pods in his garden were responsible for 80% of the peas.

Pomodoro technique

- Get a to-do list
- Set your timer for 25 minutes, and focus on a single task until the timer rings.
- Then enjoy a five-minute break.
- After four pomodoros, take a longer, more restorative 15-30 minute break.
- https://successmind12.com/

Eliminate distractions

- Find major obstacles that will disturb you from completing the work
- Find solutions to get rid of the obstacles
- Implement solutions to get a distraction free environment
- https://successmind12.com/

ABCDE technique

- A: high value tasks
- B: tasks you should do but have mild consequences
- C: tasks with no serious consequences
- D: delegate
- E: eliminate

- https://successmind12.com/

Productivity Affirmations

- One of the best methods to change and improve your behavior
- Examples:
- ‘ I am very productive’
- ‘I have productive mindset’

Home work

- Write down all the goals you want to achieve in your life
- Use 80/ 20 rule to identify most prominent goals
- Start working on them

Thank you!!!!